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8 JUL 1981

MEMORANDUM FOR THE RECORD

SUBJECT: Organization Meeting for Master Plan Study

1. On 6 July 1981, an organization meeting was held with Skidmore, Owings, & Merrill (SOM), GSA, and the Agency on the referent subject. The following persons were present:

Walter Arensberg, SOM
James Rich, SOM
Allen Carrol, SOM
Jerry Shiplett, GSA
Marsha Pruitt, GSA



(C)

2. The purpose of the meeting was to introduce key personnel from SOM, GSA, and the Agency, and to distribute copies of the 1972 Master Plan and the 1972 Utilities Reliability Study. (U)

3. The Office of Security (OS) advised procedures on access to the site and distributed Facility Access forms which will expedite the process. SOM was advised to schedule site surveys with the Agency several days in advance so that security escorts can be arranged. (U)

4. Although no classified material is anticipated to be forwarded to SOM, they were advised that the material taken in aggregate could be sensitive. In order to provide a degree of protection and control, OS will provide an Agency approved safe to SOM for the storage of Agency material. (U)

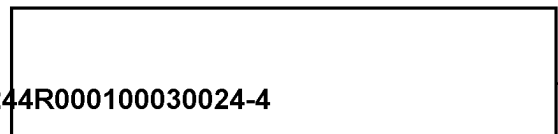
5. It was agreed that an early coordination meeting with NCPC was vital and should be held as quickly as possible. SOM agreed to contact NCPC to schedule the meeting. (U)

6. SOM was advised that although GSA's role was yet to be officially determined, it will be advisory insofar as the Master Plan Study is concerned. (U)

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7. SOM was advised that all submittals and presentations will be made through the Building Planning Staff (BPS) and any internal Agency presentations will be made by the BPS. (U)

8. The Agency advised the following requirements for the Office/Equipment Building:

a. Space Requirements

Agency net usable	800,000 square feet
GSI net usable	25,000 square feet
GSA net usable	30,000 square feet

Total 855,000 square feet

Assume 75% efficiency for a total of 1,140,000 square feet gross area

b. Assume 70 percent office space and 30 percent computer type equipment space. Computer equipment space is best situated below grade.

c. Provide 2'-0" high raised floor in computer area and 1'-0" high raised floor in office area.

d. One large consolidated building will provide the Agency with a greater degree of flexibility.

e. Consider phasing in increments of \$100 million.

f. RFI shielding over the entire structure will be a requirement. (U)

9. The Visitors' Center should be sized at 40,000 square feet gross area and can be separate from or an appendage to a new facility. OS desires separation, but material handlings must be considered. (U)

10. Following the meeting, the representatives of SOM were introduced to C/LSD, C/ADS/LSD, and C/HEB/RECD. (U)



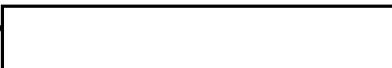
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Building Planning Staff

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